

Edinburgh Clinical Research Facility

Education Core

Privacy Statement

Information about you: how we use it and with whom we share it

The information you provide will be used by the University of Edinburgh to administer courses and events run, hosted, or facilitated by the Edinburgh Clinical Research Facility (CRF). This includes courses or events you have requested to attend or agreed to participate in, speak at, or facilitate. Your personal data may also be used to market and promote courses, events, and services associated with the Edinburgh CRF.

The Education webpages of the Edinburgh CRF website form part of the University of Edinburgh website. When visiting these pages, your data is processed in line with the University's EdWeb 2.0 Privacy Statement.

[Privacy information for EdWeb 2.0](#)

We use two main booking systems to administer our courses:

1. The ePay Online Store and Conferences and Events system, managed by the University of Edinburgh Finance Department; and
2. The University of Edinburgh Short Course Platform.

We will highlight which system will be used for your booking if you are not booking directly on the respective website. Any personal data collected through these systems is stored and processed in accordance with their respective privacy policies.

[Privacy information for ePay Online Store](#)

[Short Course Platform Privacy Policy](#)

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, we do not have control over the other website. We cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should review the privacy statement applicable to the website in question.

Use of external organisations

On occasion, the University may work with external organisations to deliver courses or events. This includes but is not limited to external speakers, event leads, venues and caterers.

Legal basis for processing your information

We are using information about you because it is necessary for the administration of courses and events, which is a core function and a legitimate interest of the Edinburgh Clinical Research Facility (CRF). This may include contacting you with information about related or forthcoming courses offered by the Edinburgh CRF. We will retain your details on our mailing list for as long as we continue to deliver courses that may be relevant to you, or until you choose to unsubscribe.

For individuals who have not previously attended our courses, consent will be the lawful basis for storing and processing personal data for marketing purposes. This consent may be withdrawn at any time.

With whom we share your information

Information about you may be shared with:

- Relevant government (e.g. MHRA), professional, or academic regulatory bodies where necessary to meet regulatory, or accreditation requirements of our courses.
- External organisations where required to deliver a course or event. These may include external event organisers using Edinburgh CRF for event management purposes, external speakers or facilitators, printing services, venues, caterers, and other essential service providers.

How long we retain your information

We will hold the personal data you provide for up to seven years in order to meet regulatory requirements (including Good Clinical Practice), continuing professional development (CPD) accreditation, and financial reporting obligations. Personal data held solely for marketing purposes will be retained for as long as we continue to offer courses that may be of interest to you, or until you opt out by unsubscribing.

Contact

If you have any questions, please contact:

Education Programme Manager

Jo.merrifield@ed.ac.uk

Continued privacy statement

This privacy statement is continued.

[Continued privacy statement](#)